Ogden Air Logistics Center

U.S. AIR FORCE

MAB Supervisory Training: LEAVE & ABSENCE

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Overview

- General Provisions
- Annual Leave
- Sick Leave
- Leave Without Pay (LWOP)
- Absence Without Leave (AWOL)
- Family and Medical Leave Act (FMLA)
- Donated Leave
- Administrative Leave
- Enforced Leave
- Unacceptable Attendance Letters

General Provisions

- Leave is a Significant Benefit for All Employees
- Authority
- Management Responsibilities
  - Certify Employee Time and Attendance for Pay
  - Administer Absence and Leave Provisions
    - Uniformly, Equitably, IAW Rules and Contracts
    - Consider Needs of the Air Force and Welfare of Employees
    - Ensure All Absences are Appropriately Charged
    - Inform Employees of Rights and Responsibilities
    - Deny or Cancel Leave Appropriately

General Provisions

- **Management Responsibilities (continued)**
  - **Mutually Plan and Schedule Annual Leave**
  - **Address Sick Leave Abuses**
  - **Monitor Leave Balances**
  - **Determine <u>Unavoidable</u> Absences or Tardiness**
    - **May excuse individual up to one hour**
    - **May approve request for applicable leave**
    - **May charge AWOL (unauthorized non-pay status)**
  - **Avoid Retroactive Leave Substitutions**

General Provisions

- **Employee Responsibilities**
  - **Be Dependable and Report Regularly for Work**
  - **Plan and Schedule Leave for All Absences**
    - **In Advance, Except for Emergencies**
    - **In Accordance with Established Procedures**
  - **Report Unexpected Absence or Tardiness**
  - **Reschedule Cancelled Leave to Avoid Forfeiture**

Annual Leave

- **Employee Right to Use**
  - **Subject to Supervisory Approval and**
  - **When Requested IAW Procedures**
- **Used for Any Purpose**
- **Available at Start of the Leave Year**
- **Requirements**
  - **Mutual Responsibility to Plan and Schedule**
  - **Emergency or Unscheduled Procedures Established**

Sick Leave

- **Qualified Right of Employee with Accrued Leave**
  - **When Incapacitated for Performance of Duties**
  - **For Examination or Treatment**
  - **For Contagious Disease**
  - **For Drug or Alcohol Counseling Program**
  - **For General Family Care and Bereavement**
    - **To care for Family Member as result of Illness, Injury, Pregnancy, Childbirth, Examination, or Treatment**
    - **To Make Arrangements Necessitated by Death, or to Attend Family Member's Funeral**
  - **For Expanded Family Care**

Sick Leave

- Requirements
  - Schedule, when known, in Advance
  - Emergency or Unscheduled Procedures Established
  - Certification Requirements Established
  - Address Sick Leave Abuses
- Available at Start of Pay Period
- Application Process for Advanced Sick Leave

Leave Without Pay

- Temporary Approved Non-Pay Status
- Required, if Requested, by
  - Law
    - Disabled Veteran - Treatment for Service-Connected Disability
    - Uniformed Services (LWOP-US) - Training or Active Duty
    - FMLA Provisions
  - Regulation
    - To Protect Status and Benefits – During Pending or Approved Workers' Compensation Claim
    - To Avoid Break in Service – For Move Due to Head of Household Transfer (150 Days Initially)
  - Contract - Death in Immediate Family or of Relative

Leave Without Pay

- **Discretionary Otherwise, if Requested, and for**
  - **Increased Job Capability, or**
  - **Protection or Improvement of Employee's Health, or**
  - **Retention of a Desirable Employee**
- **Consider**
  - **Needs of the Air Force and Welfare of Employees**
  - **Cost and Inconvenience to the Air Force**
  - **Position Encumbrance**
- **Avoid Inadvertent or Inappropriate LWOP**

Absence Without Leave

- Temporary Unauthorized Non-Pay Status
- May be Charged for
  - Absence Without Approval
  - Failure to Request Leave IAW Procedures
  - Leaving Work Without Permission
  - Tardiness
  - Failure to Honor a Valid Denial of Leave Requested
  - Lack of Leave to Cover Absence (with Prior Notice)
- May Support Disciplinary Action

Other Leave Options

- Family Medical Leave Act (FMLA)
- Donated Leave
- Administrative Leave
- Enforced Leave

- Unacceptable Attendance Letters

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